



POSITION DESCRIPTION

TITLE:	Senior Records Clerk - CID	LAST UPDATED:	12/05/2016
DEPARTMENT:	Police	JOB CLASS:	
REPORTS TO:	CID Sergeant	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Police Sergeant for the Criminal Investigations Unit (CID), the Senior Records Clerk is responsible for performing routine administrative support, or technical program assistance work. This involves disseminating information, maintaining filing systems and performing internal administrative support work. Provides customer service to the public answering case inquiries and departmental and court questions. Works closely with detectives and other law enforcement agencies to provide support and assistance in offenses and case filing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Communicates with investigators for active cases to determine whether the release of information would hinder the investigation or prosecution.
- Prepares and disseminates information concerning division programs and procedures to citizens, the District Attorney's office and other governmental agencies.
- Maintains division filing and record-keeping systems.
- Responds to inquiries and interprets rules, regulations, policies and procedures.
- Compiles and enters data for charts, graphs, databases, summaries or reports.
- Reviews and edits reports to ensure compliance with rules, regulations and court orders.
- Records and processes reports from source documents according to Uniform Crime Reporting (UCR) Codes.
- Performs various administrative tasks requiring tracking, interaction, and coordination with departmental staff and other city departments.
- Answers and transfers telephone calls to appropriate personnel.
- Conducts initial review of cases to determine appropriate assignment, factor solvability, and assign Cases to appropriate Sergeant or investigator
- Completes and files on-view arrest cases with the District Attorney Office.
- Serves as division administrator for the Incident-Based Reporting System (IBRS).
- Performs case updates, Grand Jury Updates, Felony Notice Dispositions, Refusals, etc. in IBRS.
- Works closely with Collin County Juvenile Probations regarding case reports for juvenile offenders
- Updates division information regarding case status and potential issues.
- Assists Special Investigations Unit (SID) with projects, assignments and reports when needed.
- Assists Crime Analyst and Victim's Advocate (MO codes, maps, stats)
- Serves as Sex Offender Compliance liaison; responsible for verifications and compliance checks, monthly reporting to Department Public Safety (DPS), answer all citizen and offender questions, provides all documentation to DPS and other agencies, obtains fingerprints and DNA samples from offenders, maintains extensive data and files on registered sex offenders and generate offense reports for non-compliance. Notifies Frisco ISD & Lewisville ISD of current offenders and sends letters ISD and daycares for each offender newly residing in Frisco

- Maintain and process court documents, data, and check requests for all department seizures; as well as maintain files on all covert vehicles and covert funds account
- Reconcile all CID bank accounts each month, updating in Quicken; assist SIU Sergeant with audits and annual State and Federal Forfeiture reports

Other Important Duties:

- Notarizes official records and reports.
- Travels to attend meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.
- May be required to work evenings and overtime

Required Knowledge and Skills:

- Knowledge of the Texas Public Information Act.
- Knowledge of customer service methods and techniques.
- Knowledge of the Texas Penal Code, Federal laws, Code Criminal Procedure, Court procedures
- Knowledge of Sex Offender reporting requirements, SORNA and Adam Walsh Act
- Knowledge of Uniform Crime Reporting Systems
- Knowledge of rules of grammar and practices of document preparation.
- Knowledge of computers and related equipment, hardware and software to maintain multiple databases and spreadsheets.
- Knowledge of City policies and procedures.
- Skill in preparing, editing, and developing responses to politically sensitive or confidential correspondence.
- Ability to resolve customer complaints and concerns.
- Skill in effective research and oral and written communications.
- Skill in independently prioritizing, tracking, and managing multiple projects, assignments and duties to comply with statutory and court-ordered deadlines with strong attention to detail.
- Skill in entering, retrieving, copying, tracking and storing police records, files and reports.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., and three (3) years' progressively responsible experience in reporting data according to UCR guidelines and completing public information requests in a police records environment or equivalent combination of education and experience.
- May be required to obtain National Crime Information Center and Texas Crime Information Center Certifications.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess valid State of Texas Driver's License.
- Must be able to pass a computer skills test.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

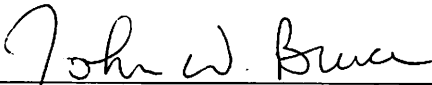
<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	X

<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, police radio, video monitors, dispatch console, multiple law enforcement center databases and TDD.

Approved By:


 John Bruce, Chief of Police

1/17/17
 Date


 Shannon Allyn, HR Generalist

12/16/2016
 Date